

## INTERNAL DOCUMENT

The Vermont Department of Corrections (DOC) performs criminal history checks. The following persons are required to have a criminal history check prior to working for the DOC:

1. [All new hires](#)<sup>1</sup>;
2. Building and General Services staff who perform work within correctional facilities;
3. Volunteers;
4. Interventionists;
5. Contractors;
6. When current state employee is promoted within or into DOC;
7. When current state employee is demoted within or into DOC;
8. When a current DOC employee transfers to a different position within DOC;
9. When a current state employee transfers or because of a Reduction in Force (RIF) comes to work for DOC.

Additionally, the following persons are required to have a criminal history check every five years:

1. DOC staff, including the CHSVT staff;
2. Volunteers;
3. Interventionists;
4. Contractors; and
5. Building and General Services staff who perform work within correctional facilities.

Anyone who comes into a Correctional Facility on an emergent basis, or without having completed a criminal history check and obtained security clearance shall be escorted while inside the Correctional Facility and cannot have unsupervised access to inmates.

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<sup>1</sup> Refer to the [Hiring Manager's Checklist](#) for a step-by-step guide for all new hires.

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In meeting the requirements of criminal history checks the following responsibilities are broken out:

**FACILITIES**

<u>Person of Interest for Criminal History Check</u>	<u>Responsible staff member required to conduct check</u>	<u>Reviewing Party if Positive Result<sup>2</sup></u>
New Hires	Local Hiring Authority	Director of Facilities
Building and General Services staff who perform work within correctional facilities	Facility Operations Manager	
Volunteers	Volunteer Services Coordinator	
Contractors	Facility Operations Manager	Director of Facilities
When current state employee is promoted within or into DOC	Local Hiring Authority	
When current state employee is demoted within or into DOC		
When a current DOC employee transfers to a different position within DOC		
When a current state employee transfers or because of a Reduction in Force (RIF) comes to work for DOC		
Intern		

<sup>2</sup> Any positive result shall be reviewed by the reviewing party. The reviewing party shall document all reviews and decisions in the personnel file.

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CENTRAL OFFICE

<u>Person of Interest for Criminal History Check</u>	<u>Responsible staff member required to conduct check</u>	<u>Reviewing Party if Positive Result<sup>3</sup></u>
New Hires	Business Office – Required to complete hiring packet  NCIC and Extradition Administrator – Conducts	Hiring Executive <sup>4</sup>  (i.e. Finance Director; Administrative Services Director; Field Services Director; etc.)
Risk Intervention Services Coordinators, Community High School of Vermont Staff, Interventionists, Vermont Correctional Industries Staff	Hiring Executive – Requests	
When current state employee is promoted within or into DOC	NCIC and Extradition Administrator – Conducts	
When current state employee is demoted within or into DOC		
When a current DOC employee transfers to a different position within DOC		
When a current state employee transfers or because of a Reduction in Force (RIF) comes to work for DOC		
Intern	Local Hiring Authority	

<sup>3</sup> Any positive result shall be reviewed by the reviewing party. The reviewing party shall document all reviews and decisions in the personnel file.

<sup>4</sup> In addition to the check being reviewed from the Hiring Executive, all new persons applying to the DOC who have a criminal conviction are required to submit a [Commissioner’s Waiver application](#).

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**FIELD**

<b><u>Person of Interest for Criminal History Check</u></b>	<b><u>Responsible staff member required to conduct check</u></b>	<b><u>Reviewing Party if Positive Result</u></b>
New Hires, including CHSVT staff	Local Hiring Authority	Director of Field Services <sup>5</sup>
Interventionist	Risk Intervention Service Manager	Director of Program Services
Interns	District Manager	Director of Field Services
When current state employee is promoted within or into DOC	Local Hiring Authority	Director of Field Services
When current state employee is demoted within or into DOC		
When a current DOC employee transfers to a different position within DOC		
When a current state employee transfers or because of a Reduction in Force (RIF) comes to work for DOC		

**PROCEDURE FOR PERFORMING A NEW CRIMINAL HISTORY CHECK**

The following procedure applies when performing a new criminal history check. A new criminal history check is required when DOC has not performed a previous criminal history check (example: new hire, new contractor, new interventionist, new volunteer, etc.). The entire criminal history check must be completed prior to the person entering into a correctional facility.

1. During the initial meeting with the person requiring a new criminal history check the following shall be done by the DOC supervising staff:
  - a. Obtain signed [criminal history check forms](#):
    - i. Waiver/Request from criminal record check form
    - ii. Consent for release of registry information form
  - b. Request the person requiring a new criminal history check to submit fingerprints. Fingerprints are required and shall be done at the closest facility with an Live Scan machine.
    - i. The following facilities have an Live Scan Machine and take fingerprints:
      1. Chittenden Regional Correctional Facility;

<sup>5</sup> In addition to the check being reviewed from the Director of Field Services, all new persons applying to the DOC who have a criminal conviction are required to submit a [Commissioner’s Waiver application](#).

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2. Southern State Correctional Facility;
  3. Marble Valley Regional Correctional Facility; and
  4. Northeast Regional Correctional Facility.
- ii. Fingerprinting shall be scheduled with the Facility's Security and Operations Supervisor (SOS).
- c. Agency Staff at the facility conducting the fingerprinting shall send the LEO form to VCIC within 24 hours of the fingerprints being taken.
  - d. Email the signed [criminal history check forms](#) to the NCIC and Extradition Administrator. Anticipate a one-week turnaround from the time that all items are submitted to receive an emailed response regarding the applicant's clearance.

## PROCEDURE FOR PERFORMING 5 YEAR CHECKS

The following procedure applies when performing a 5-year criminal history check. All DOC staff, volunteers, interventionists, contractors and BGS staff who perform work within correctional facilities are required to have a criminal history check every five years.

The NCIC and Extradition Administrator shall conduct on all 5-year criminal history checks performed. The NCIC and Extradition Administrator shall obtain a list of persons requiring a 5-year criminal history check from the Department of Human Resources.

The NCIC and Extradition Administrator shall document all completed 5-year criminal history checks in the S Drive. In the event that a 5-year criminal history check has a positive result, the NCIC and Extradition Administrator shall forward the result to the applicable Executive. The Executive shall follow-up with the result pursuant to personnel policies. All follow-up shall be documented in personnel files.